

Internship Experience Program
Office of Congressman J. Gresham Barrett (SC-03)

I. Objective

The purpose of the Internship Experience Program is to enable students from the state of South Carolina to participate in the legislative process by working in Congressman J. Gresham Barrett's congressional office. All interns will be appointed by Congressman Barrett and will abide by set office conduct policies.

This program is a work experience program, which allows students to earn academic credit while providing career experience. This experience allows interns to apply lessons learned in the classroom through hands-on application and observation. Also, interns have the opportunity to explore their interests in a variety of areas, build a solid resume, and make valuable contacts with a variety of professionals.

Internships are available to individuals 18 years of age or older with a high school diploma or equivalent degree. Opportunities exist in the Washington, D.C. office and all three district offices year round on a full or part time basis.

II. Dates

Interns seeking opportunities in the Washington, DC, office have the choice between three general session dates (see below). Students interested in applying for district internships should contact the appropriate district office.

General session dates are as follows:

Session 1: January through April

Session 2a: May through June

Session 2b: June through July

Session 2c: July through August

Sessions 3: Mid August through December

******Please note the session dates are general and applications can be evaluated on a case by case basis regarding scheduling/hours/deadlines.******

III. Job Description

Working in a Congressional office is a unique experience that provides many challenges to interns. Interns in our office will be asked to perform several duties that are an integral part of our success. Interns become involved in a variety of tasks, from administrative duties to more complex projects. Greater responsibilities will be dependent upon the intern's performance.

Tasks include: assist legislative staff in research, attend committee hearings, assist with research and response to constituent mail, open and sort constituent mail, give US Capitol tours to constituents, answer phones, and participate in various learning activities.

IV. Eligibility

In order to qualify for an internship in Congressman Barrett's office, students must meet the following requirements:

- a.) Submit an application and resume
- b.) Have a minimum cumulative GPA of 2.5 at the time of application

While letters of recommendation are not required, students may feel free to submit no more than two letters if they wish.

V. Compensation/Credit

Internships in Congressman Barrett's office are unpaid. Please contact your college advisor to discuss receiving academic course credit or financial assistance in exchange for your services to our office. We are willing to work with you and your academic institution regarding paperwork related to academic credit. All interns are responsible for transportation to and from Washington, D.C., and for finding appropriate room and board during your internship tenure. For more information about housing opportunities please see the relevant section below.

VI. Activities

A core activities program is part of the Internship Experience in Congressman Barrett's office. These activities enable interns to build better relationships with the Congressman, staff members, and fellow interns. Some of these activities are for interns only, while others may be staff inclusive. All activities should reflect the mission of both the Congressman and standard office policies.

During your time as an intern, you will attend weekly tours of several important sites in Washington, D.C. Tours and activities are offered to interns as available, and are expected to be attended. These tours may include (but are not limited to):

US Capitol, the Library of Congress, US Supreme Court, National Archives, Republican National Committee, FBI, Kennedy Center, Pentagon, National Security Council, National Geographic, Arlington Cemetery, State Department, Mount Vernon, the Bureau of Engraving and Printing, and the White House.

Summer interns will participate in the US House's Summer Internship Program with interns from other Congressional offices. Interns are encouraged to attend committee hearings and floor debate, as well as office events.

VII. Housing

The D.C. area has several dormitories and furnished apartments for rent on a short term basis. Since the cost-of-living is appreciably higher in Washington, DC, sharing one of these apartments may be cheaper. We have included a list of prospective housing in the Washington, D.C. area. Prices are subject to change. Before making permanent arrangements, you should contact the intern coordinator to find out about other possible alternatives that may be cheaper.

- a.) **DC-area Colleges and Universities: American, Catholic, Georgetown, and George Washington Universities**
- b.) **Thompson-Markwood Hall**
- c.) **Washington Intern Student Housing (WISH)**

VIII. **Application Process**

Please make sure you submit your application and resume to our intern coordinator. Since the Congressional mail system is delayed at least three weeks, submission via email and fax are preferred. Also, remember to indicate what session you are interested in and your time of availability. Interns shall be informed of appointment no later than 30 days before their assigned start date.

Mail:

Congressman J. Gresham Barrett

Attention: Rachel Guy

439 Cannon House Office Building

Washington, DC 20515

Fax: (202) 225.3216

Email: Rachel.Guy@mail.house.gov

Tentative application deadlines are as follows:

Session 1: December 1

Session 2: April 1

Sessions 3: July 1

If you have any specific questions about the Internship Experience Program in Congressman Barrett's office, please contact our Internship Coordinator, Rachel Guy, at 202.225.5301.